



123d Airlift Wing

1101 Grade Lane, Louisville, Ky. 40213

Event Request Form

Email to: 123AW.CCE@ang.af.mil

or fax to: (502) 413-4676

Requestor Information					
Organization:		Date of the Event:		Time of the Event:	
	<i>Last</i>	<i>First</i>		<i>M.I.</i>	<i>Rank</i>
Org Senior Leader:					
Requestor POC:					
Work Phone:	()	Cell Phone:	()		
E-mail Address:					
Event Information					
Type Of Event:	<input type="checkbox"/> Base Visit <input type="checkbox"/> Homecoming <input type="checkbox"/> Other <input type="checkbox"/> Conference/Training <input type="checkbox"/> Mini C-130 Event			If "Other", please specify:	
Specific Facilities Requested:	<input type="checkbox"/> N/A <input type="checkbox"/> Base Annex <input type="checkbox"/> Main Hanger <input type="checkbox"/> Conference Room: (Specify: _____) <input type="checkbox"/> Fuel Cell Hanger <input type="checkbox"/> Other:				
Purpose of Request:					
Expected Number of Participants:		Please list any special guests that may attend this event:	<input type="checkbox"/> Governor <input type="checkbox"/> TAG <input type="checkbox"/> General Officers Others:		
Support Equipment Requested:	<input type="checkbox"/> Chairs: _____ <input type="checkbox"/> Tables _____ <input type="checkbox"/> Stage (Size: _____) <input type="checkbox"/> AV Equipment (Specify: _____) <input type="checkbox"/> Flags: (Specify: _____) <input type="checkbox"/> Podium <input type="checkbox"/> Other:				
Special Set-up Requirements	(Please list any special requirements such as space for displays, booth set-up, military band, banners, etc....)				
Resources You Will Be Providing	(List any resources your organization will be bringing onto the installation, such as AV equipment, vehicles, support personnel, etc....)				
Disclaimer and Signatures					
<p>I understand this is a preliminary request and is not a scheduled event until this document is approved and returned to me. Additionally, I understand I am responsible for notifying the 123 AW Executive Officer or the POC of any changes regarding this event.</p> <p>Additionally, if this is an event held on base, I will provide a list of names of all non-military individuals that will be attending this event, and that they will carry a picture ID with them at all times. I understand that if an individual's name is not listed, or they do not have a picture ID, they may be refused entry to the base. Further, I understand I am responsible for the conduct and actions of these guests.</p>					
Signature: _____		Date: _____			
123 AW Action	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Remarks:			
Signature: _____		Date: _____			